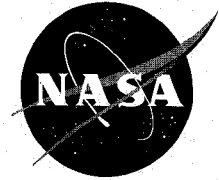


National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL 35812



September 9, 2002

Reply to Attn of:

QS50 (02-66)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee  
Meeting (August 28, 2002)

The Safety, Health, and Environmental (SH&E) Committee met at 2:00 p.m. on Wednesday, August 28, 2002 in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

**Opening Remarks (Nance Jo Ogozalek/ED33)**

Nance Jo expressed thanks to everyone for attending, and noted that she appreciated the vote of confidence as being chosen the chairperson of the SHE Committee. She also thanked Axel Roth for supporting the SHE Committee as the management sponsor.

**Safety Moment (Doug Nixon/TD55)**

Doug reported that due to safety awareness at MSFC, he discovered stress cracks in the wheels of his Dodge truck. He had heard about the recall of Ford truck rims in a MSFC safety moment, so when one of his tires happened to be in the bed of the truck, he decided to take a closer look. After closer inspection, stress cracks were found all four of the rims, and one rim was warped. There was no evidence of cracks on the outside of the wheels. The chart presentation is attached as Enclosure 2.

After discussion, it was agreed that a safety bulletin be prepared as a caution/warning to Center employees of this potential safety hazard.

**Comments (Axel Roth/DE01)**

Axel expressed appreciation to Nance Jo Ogozalek, chairperson, and to Tom Dollman, deputy chairperson, for assuming duties to these positions. He also expressed thanks to individual members for their participation in the SHE Committee.

**Approval of Previous Meeting Minutes (Nance Jo Ogozalek/ED33)**

Nance Jo asked if everyone received a copy and/or had any comments concerning the minutes of the last meeting. It was agreed that the minutes be approved as recorded.

**Sub-Committee/Organizations with Hazardous Operation Reports**

Radiation/Patrick Patterson – As a result of the last NRC inspection, disposing of unused radioactive materials has decreased the inventory at MSFC by 70 percent.

Hazardous Materials – Meeting to identify individuals to place on the subcommittee.

Machine Shops – Meetings are being held to determine the number of individuals that are needed to serve on the subcommittees.

Laboratory Operations/Nance Jo Ogozalek – Reported that four new members have been assigned to the subcommittee, and looking at getting members from other directorates.

Building Managers/Pete Allen – Reported that the building managers have met and established a regular meeting time. Also, alternates have been selected to attend the SHE Committee Meeting when he cannot attend.

Contractor Safety Forum (CSF)/Phil Robbins – Reported that the CSF will meet on August 30, 2002, to elect new officers.

AD/Linda Carpenter – Reported that she is the alternate attendee for the AD organization.

MSAT – Reported that a new safety initiative is being developed for the Safety Jeopardy game; looking at close calls for MSAT; and discussing putting an initiative together for seat belt usage.

FD/Jon Holladay - Reported that he is the alternate for the FD organization.

It was discussed that non-voting representatives, as well as voting members, should attend the SHE Committee Meetings. Axel noted that each organization should have a point-of-contact.

**Special Reports**

**Carpal Tunnel Lost Time (Charlie Chesser/UP01)**

Charlie reported that a Management Support Assistant employee had three days of lost time due to surgery. The employee reported to the Medical Center with extreme pain in both wrists. She was later diagnosed with carpal tunnel syndrome. Surgery was necessary and performed on the right wrist on September 18, 2002, when this incident became a lost time. Surgery may be necessary on the left wrist at a later date. She had been provided ergonomic furniture 1 ½ to 2 years earlier. However, the employee has worked over 17 years at MSFC performing clerical duties that require repetition motion. The chart presentation is attached as Enclosure 3.

David Thaxton noted that an ergonomic self-evaluation system is available on the Environmental Health web page and the Medical Center has employees on staff to teach injury prevention exercises.

#### **SHE Charter (Phil Robbins/CSC)**

Phil talked about the existing SHE Central Committee charter and options for establishing a charter for the new SHE Committee. The existing charter, which is officially documented in a MSFC MPG, could be revised or a new charter could be established by memorandum.

**ACTION SHE-02-005: Determine best course of action for establishing a new charter (Actionee: Axel Roth/DE01; ECD: 9/18/02)**

#### **Industrial Safety Report (Dennis/Davis/QS50)**

Dennis reviewed the MSFC safety data charts for FY02. He reported that 10 lost time mishaps have occurred at MSFC this year. He reviewed the centerwide corrective actions that are in work to help reduce the mishap rate. He reported that 73 safety concerns have been opened longer than 30 days. The chart presentation is attached as Enclosure 4.

Axel commented that organizations should be accountable. He further noted that if the date given to close a safety finding cannot be met, a good reason why not should be stated.

**ACTION SHE-02-006: Develop new metrics for the SCRS process (Actionee: Dennis Davis/QS50; ECD: 10/2/02)**

**ACTION SHE-02-007: Either close open findings, or provide new completion date and state reason why current date could not be met. (Actionee: Organizations with open HAZTRAK; ECD: 10/2/02)**

#### **Open Actions (Dennis Davis/QS50)**

Dennis reviewed the open actions. The only action remaining open from the old "Area" SHE is the safety video for showing to all MSFC visitors. The video has been completed and should be available for distributing later this fall. The open action log is attached as Enclosure 5.

#### **Other Items**

- Steve Cushman commented that it is very important to recognize and treat bee stings. An allergic reaction often occurs if stung repeatedly. It was also noted that certain spider bites could be very dangerous if gone untreated. It was suggested that an awareness bulletin be placed on Inside Marshall.
- Nancy Jo Ogozalek asked about status of identifying a charge code for committee activities.

**ACTION SHE-02-008: Obtain an accounting code number for charging time while attending SHE Meetings. (Actionee: Axel Roth/DE01; ECD: 10/2/02)**

**Items to Report to Marshall Team Meeting**

- Safety Moment (Doug Nixon)
- Lost Time Mishap (Charlie Chesser)
- Industrial Safety Report (Dave Spacek)

The next meeting of the SHE Committee is scheduled for Wednesday, September 18, 2002, at 2:00 p.m. in 4202/326A.



David J. Spacek  
Manager  
Industrial Safety Department

5 Enclosures

Distribution:  
SHE Committee Members

cc:  
CD20/P. Schultz  
CSC/P. Robbins  
DE01/A. Roth  
QS40/R. Mize  
QS50/D. Davis/J. Milburn  
UP10/K. Cornett

**SH&E COMMITTEE AGENDA**  
**Building 4200, Conference Room P110**  
**2:00 pm, August 28, 2002**

**Open Meeting (Nance Jo Ogozalek/Chairperson/ED33)**

**Safety Moment (Doug Nixon/TD55)**

**Comments if Desired (Axel Roth/DE01)**

**Approval of Previous Meeting Minutes (Nance Jo Ogozalek/ED33)**

**Sub-Committee/Organizations with HazOps Reports (As Needed)**

**Wellness**

**JHA**

**LOTO**

**Lifting Equip.**

**Pressure Ops**

**Radiation**

**TD**

**ED**

**Hazardous Materials**

**Machine Shops**

**Cryogenics**

**Laboratory Ops**

**Building Managers**

**CSF**

**SD**

**AD**

**MSAT**

**Communications**

**Training**

**Emergency**

**Energy Conservation**

**Confined Space**

**FD**

**Special Report(s)**

**Carpal Tunnel Lost Time (C. Chesser/UP01)**

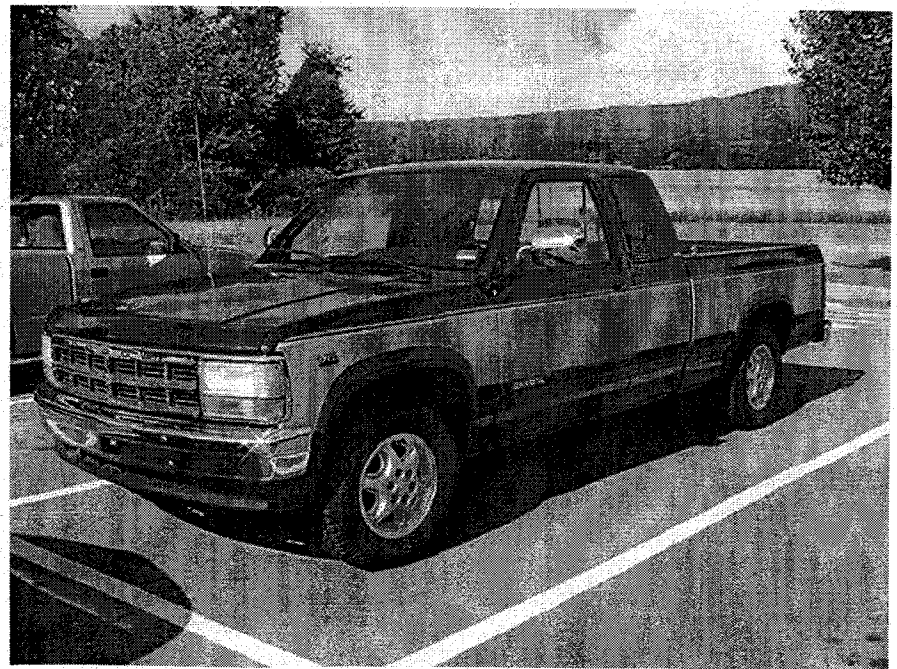
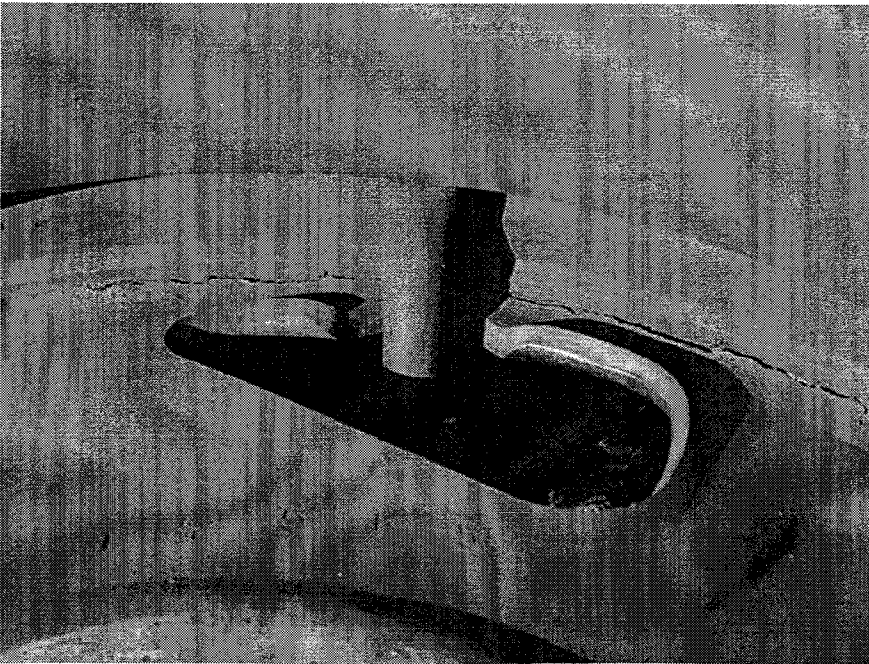
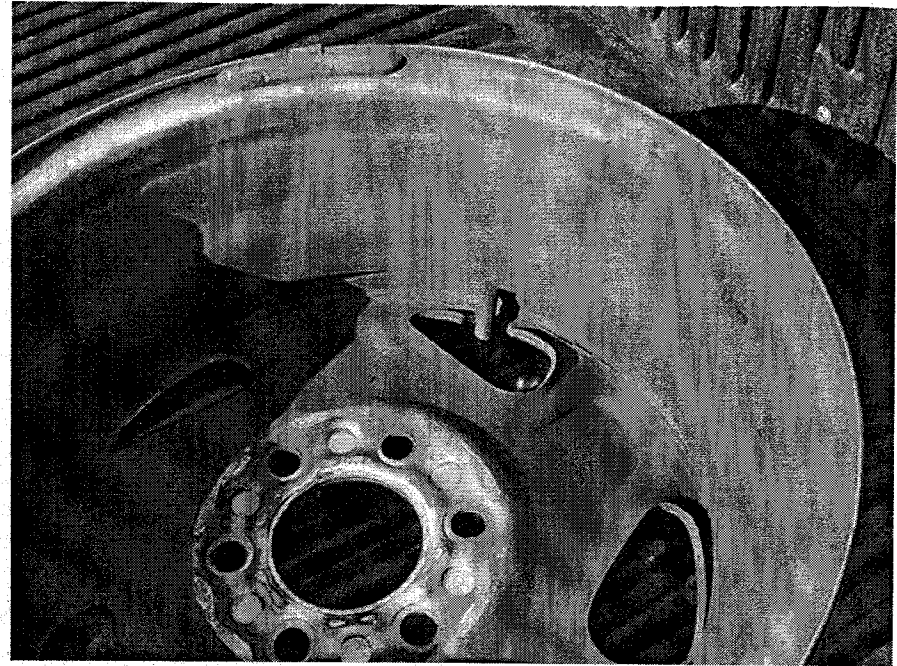
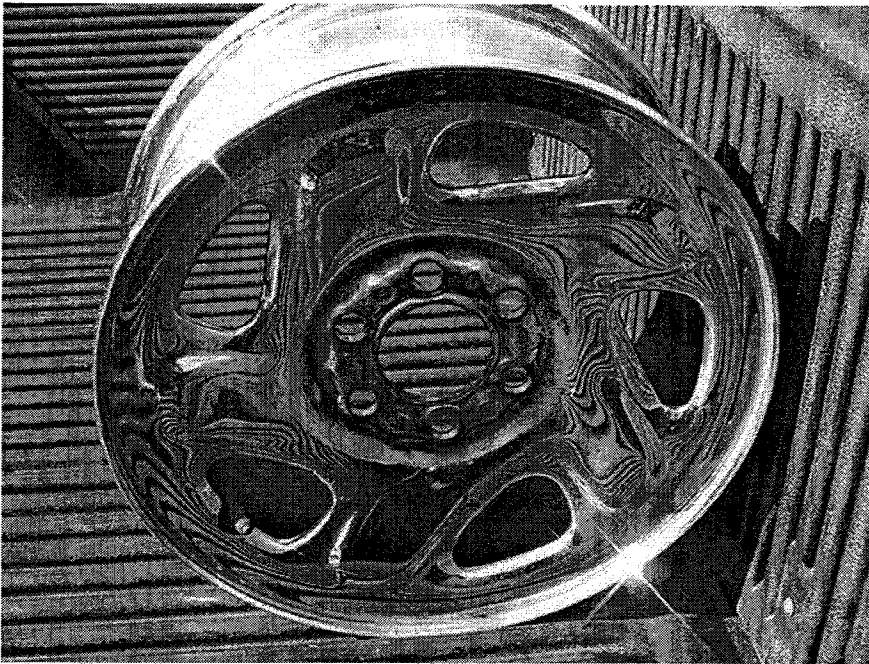
**SHE Charter (P. Robbins/CSC)**

**Industrial Safety Report (D. Davis/QS50)**

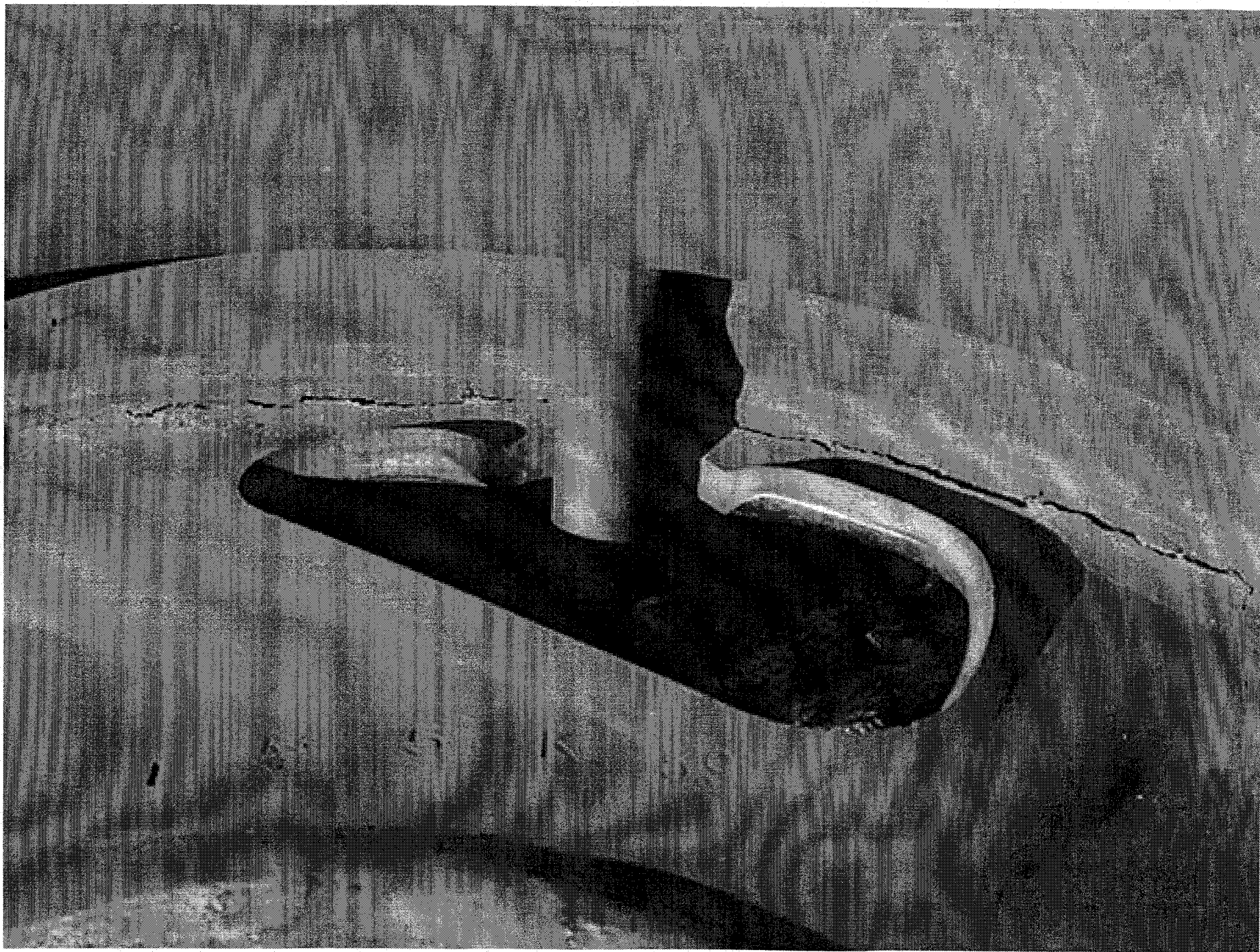
**Open Actions (D. Davis/QS50)**

**New Business - Open Floor (Nancy Jo Ogozalek)**

**Plan Report to Marshall Team Meeting (Nance Jo Ogozalek)**









# 2<sup>nd</sup> Generation RLV Program

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## Lost-time Mishap Report To SHE Committee

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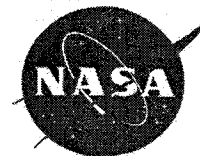
Charlie Chesser  
2GRLV Program Assurance Manager  
544-0107  
8/28/02

**Mission Success Starts With Safety**





# 2GRLV Program Mishap Report



**Incident:** Employee experienced 3 days of lost-time due to Carpal Tunnel Syndrome (CTS).

## **Background:**

- 6/10/02 – MSA employee went to Medical Center due to extreme pain in both wrists.
  - Diagnosis - CTS or arthritis; sent to personal doctor.
  - Ergonomic evaluation requested of work station.
- Personal doctor diagnosed CTS and prescribed brace and anti-inflammatories for 30 days.
- Personal doctor (2<sup>nd</sup> visit in 30 days after following directions) found surgery necessary.
- Employee is 17+ years of MSA work at MSFC
- Ergonomic equipment received 1½ – 2years ago.

## **Results:**

- 6/27/02 - Ergonomic evaluation found equipment proper; arm rest raised.
- 8/15/02 - Surgery performed on right hand.
  - 3 days off work for recovery.
  - Left hand still has condition.
- Lost-time Mishap Report written.

## **Corrective Action:**

- **Reduced employee's workload.**
- **Possible surgery on left wrist.**
- **Victim to present above injury information to all MSFC 2GRLV employees.**
- **Target 'at risk' 2GRLV Program employees for ergonomic evaluation**

# **MSFC Safety Data for FY02**

(Current as of August 28, 2002)

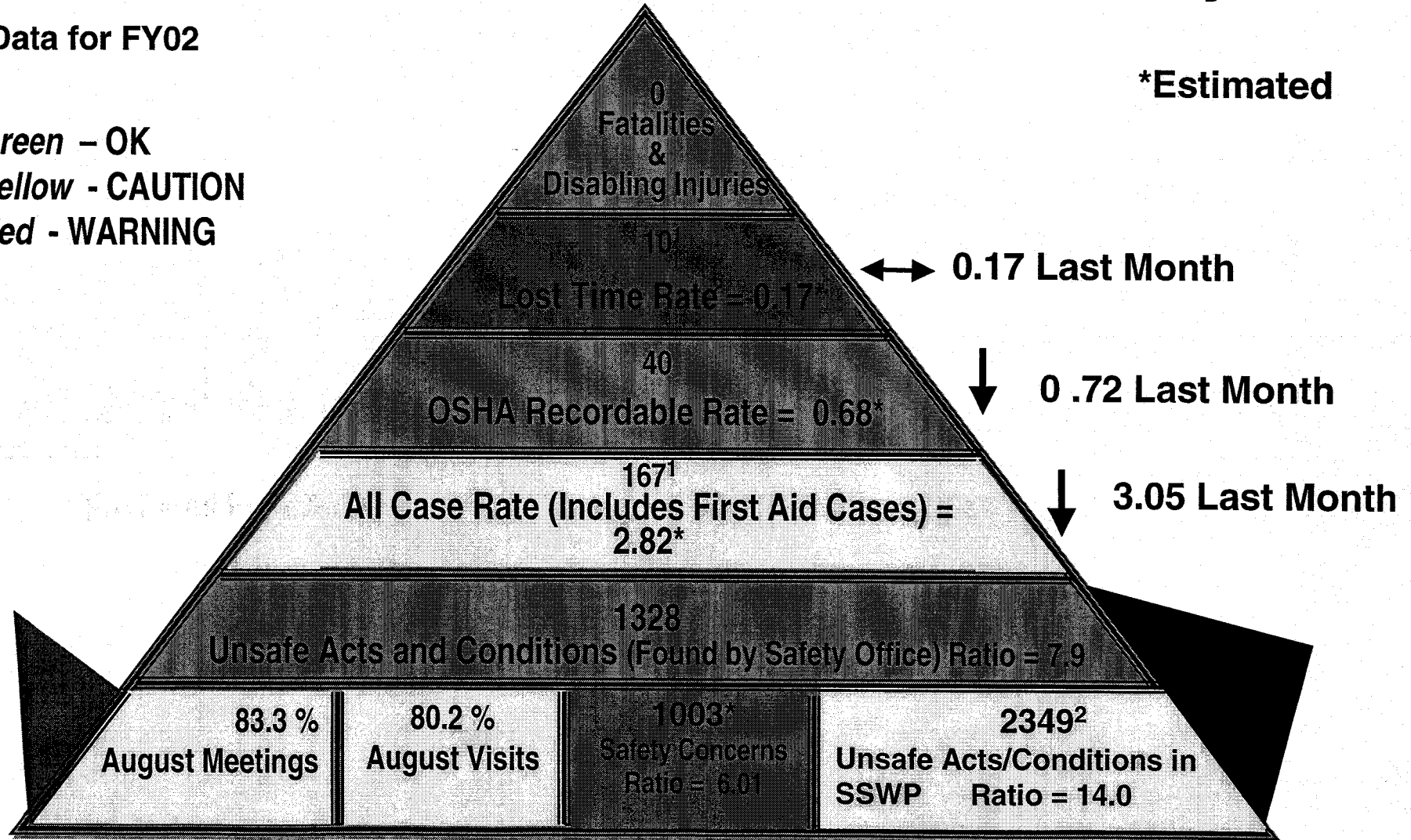
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **August Safety Meetings/Visits**
- **Trailing Indicators**
- **FY02 Lost-Time Mishaps**

# MSFC Team Metric - Personnel Safety

Data for FY02

*Green* - OK  
*Yellow* - CAUTION  
*Red* - WARNING

\*Estimated



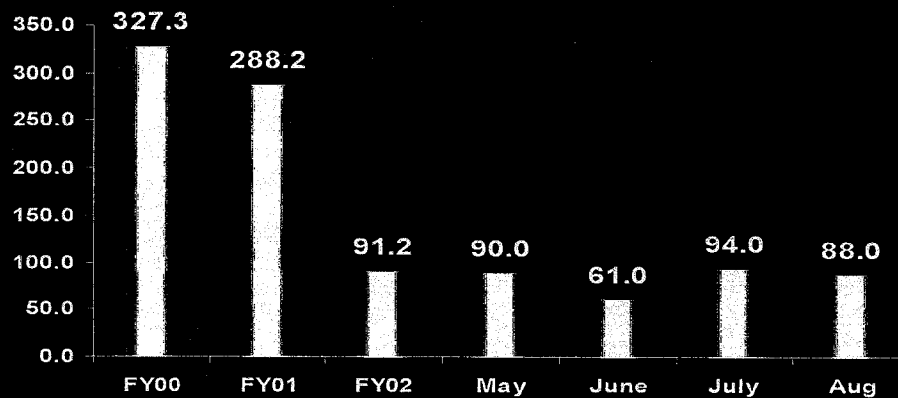
<sup>1</sup> Includes Safety Work Orders and SCRS

# Center-Wide Corrective Actions for Non-Green Metrics

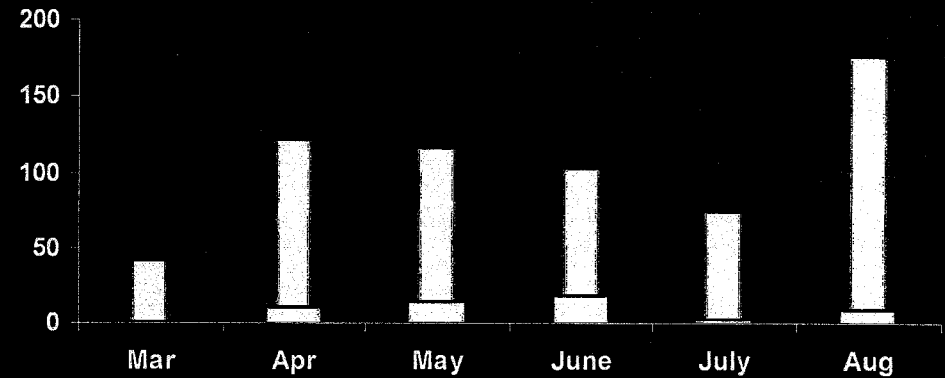
- **<sup>1</sup>Mishap Lost Time and All Case Rates**
  - Increasing “Slips, Trips, and Falls” Awareness
  - Increasing Employee Involvement in SHE Committees
  - Procuring a break/exercise program for personnel working at computers
  - Planning ergonomics train-the-trainer program for each organization
  - Back Injury prevention exercise presentation in SSWP next month
- **<sup>2</sup>Number of Supervisors’ Findings**
  - Proposing a Supervisor-Visit Field Training Program

# Team Metrics - Leading Indicators (8-28-02)

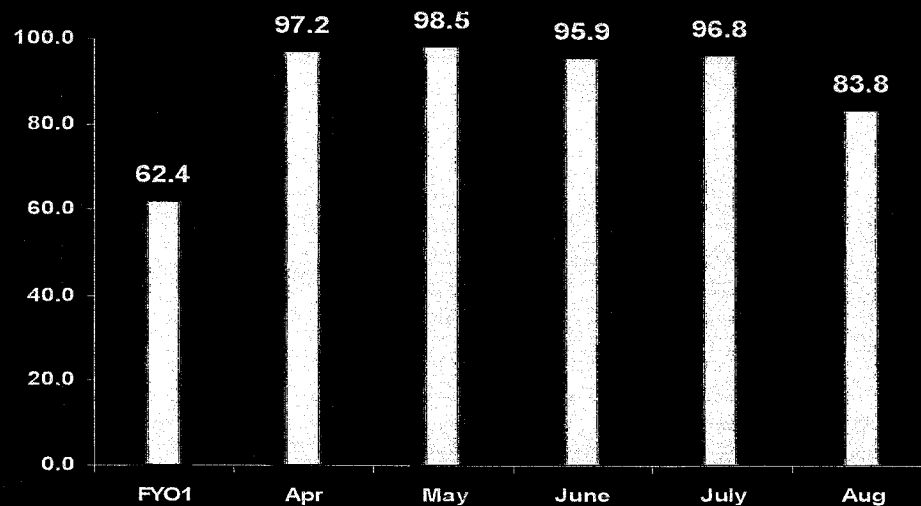
Employee Identified Concerns/Month



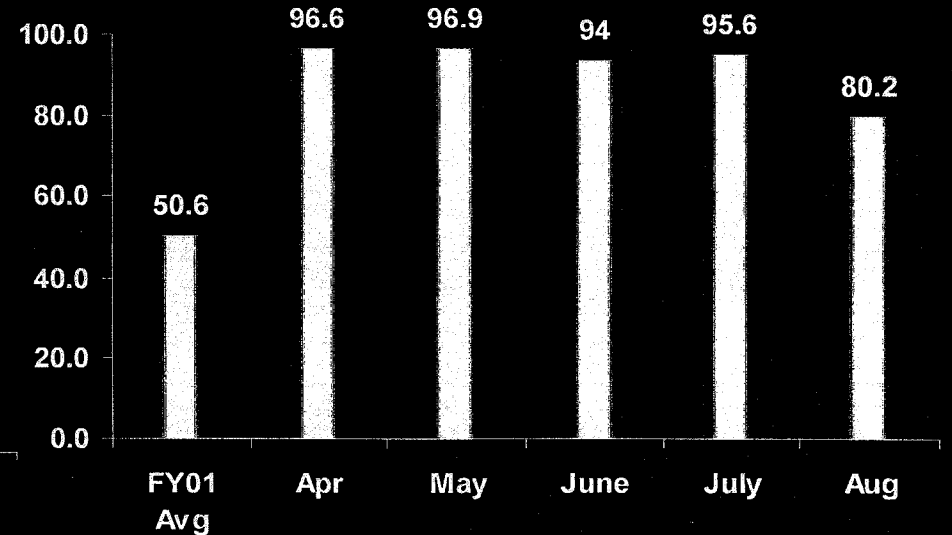
Late Corrective Actions



Supv. Safety Meetings - % Compl.



Supv. Safety Visits - % Compl.





## **August Safety Meetings and Visits (8-28-02)**

### **HONOR ROLL (100% both Meetings & Visits)**

**SD01**

**LS01**

**MP01**

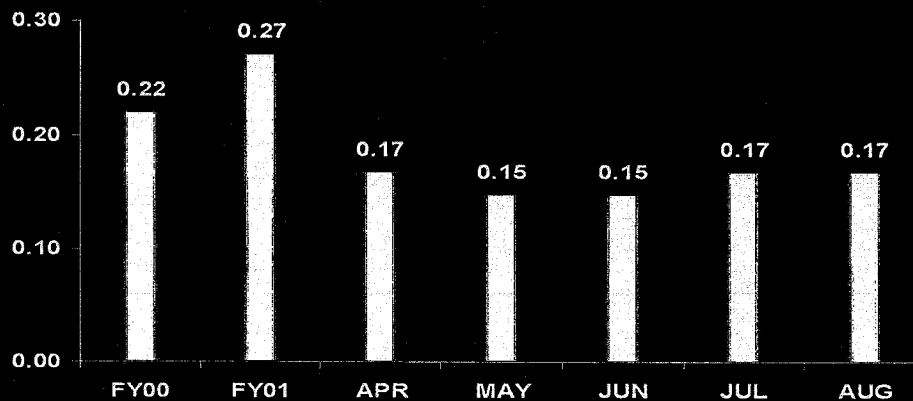
**UP01**

**VS01**

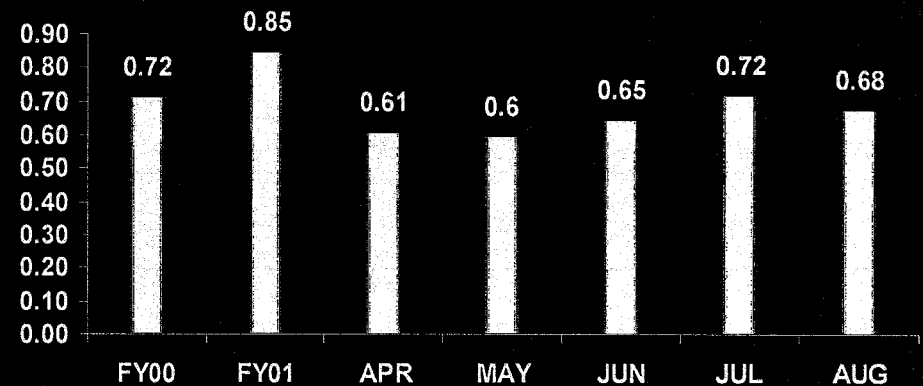
# Team Metrics - Trailing Indicators (8-28-02)

**Lower is Better!**

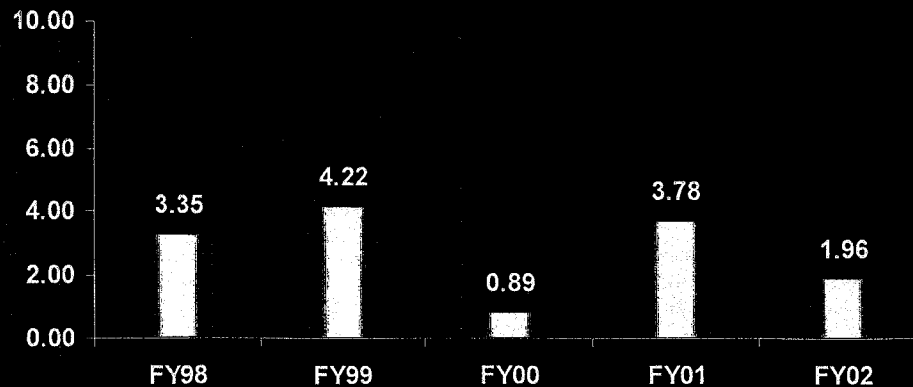
**Lost-Time Rates**



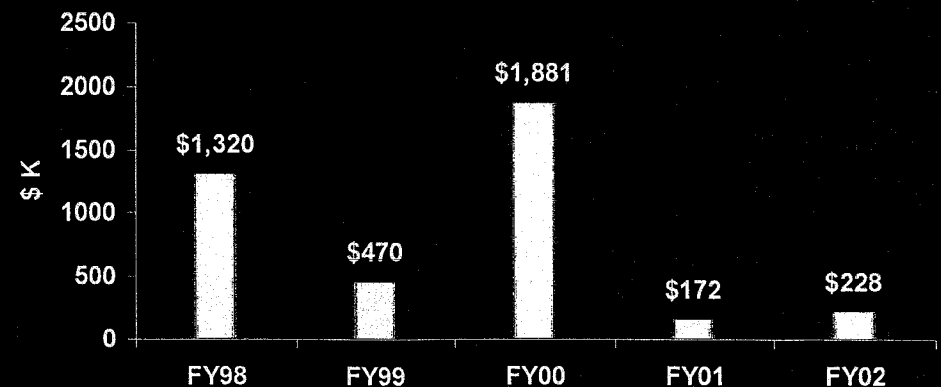
**Recordable Rate**



**Severity Rate**



**Equipment & Property Damage**





# HAZTRAK Finding Status (8-28-02)

AREA	2002	Open Findings	Abatement Plans	Late
AD01	46	26	0	24
AD10	5	0	0	0
AD20	77	18	0	7
AD30	72	8	0	2
AD40	44	14	0	3
AD50	1	0	0	0
CD	37	31	2	11
ED	482	74	24	14
FD	160	5	0	5
MP	13	0	0	0
SD	183	30	1	20
TD	167	69	0	69
RS	32	40	0	11
NSSTC	9	1	0	1
Total	1328	316	27	167

CY2001 = 1397

NOTE: Greater than 20% late goes Red

## Terminology

**Open Findings** - Findings that have not been Closed.

**Abatement Plans** – Approved interim hazard controls in place until finding can be corrected

**Late** – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

# Mishaps - Corrective Action Closure (8-28-02)

Responsible	Open Mishap Cases		Corrective Actions		
Organization	Total	New	Total	New	Late
AD01	8	2	7	2	0
CD01					
ED01	7	1	9	+	3
FD01					
LS01					
MP01					
OS01					
PS01					
QS01					
RS01	2	0	3	0	3
SD01	1	0	1	0	1
TD01	3	1	17	1	2+
VS01					
UP01	1	1	1	1	0
Totals:	22	5	38	4	9

## SCRS over 30 Days Old by Location (8-28-02)

Location	Number
MSFC	28
Redstone	9
4708	8
4487	3
4481	2
4491	2
City	1
4663	1
Test Area	1
4550	1
Intergraph	1
Fuel Farm	1
4494	1
4471	1
T049	1
4638	1
4712	1
4471	1
4207	1
8025	1
SSWP	1
4619	1
4656	1
4315	1
4203	1
4202	1

### Notes:

1. A total of 73 SCRS open longer than 30 days.
2. Programming error identified yesterday. The system previously reported 17 SCRS open longer than 30 days. The actionees are being notified.
3. 34 of the SCRS listed under MSFC, Redstone, and City are related to roadways/driving. Working with Security and Community Relations to reduce these numbers.



**SH&E "AREA" COMMITTEE - OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING**

<b>ACTION NO.</b>	<b>ISSUE/CONCERN</b>	<b>POINT OF CONTACT</b>	<b>ACTIONEE</b>	<b>FINAL PRODUCT</b>	<b>DATE OPEN</b>	<b>ECD</b>	<b>STATUS</b>
A-0058	Two incidents involving visitors to MSFC were reported. Safety training for MSFC visitors is needed.	Jim Ellis QS01	Dennis Davis QS50	Safety video for showing to all MSFC visitors.	02-09-00	10/01/02	Art Stephenson's introduction added. Film in final review/revision process.

**SHE COMMITTEE - OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING**

<b>ACTION NO.</b>	<b>ISSUE/CONCERN</b>	<b>POINT OF CONTACT</b>	<b>ACTIONEE</b>	<b>FINAL PRODUCT</b>	<b>DATE OPEN</b>	<b>ECD</b>	<b>STATUS</b>
SHE-02-001	Keith Cornett notified members that Art Stephenson would like them to attend the MTM in September	Keith Cornett/UP10	SHE Committee Members	Attend MTM on September 3, 2002 at 8:30 am in P110/4200.	08-14-02	09-03-02	
SHE-02-002	Keith Cornett described steps necessary for setting up SHE subcommittees.	Keith Cornett/UP01	SHE subcommittee Mentors	Obtain a list of the Center practitioners for assigned subcommittees, then meet with chairperson to identify member candidates.	08-14-02	09-25-02	
SHE-02-003	Nance Jo Ogozalek noted she would like to see a chart showing SCRS sorted by building.	Nance Jo Ogozalek/ED33	Dennis Davis/QS50	Contact HEI about adding capability to sort SCRS by building number.	08-14-02	08-28-02	Sorted information in Industrial Safety Report for 8-28-02 meeting.